User's Manual for 900 MHz Two-Line Cordless Speakerphone 9002

Part 2

Please read ***Part 1 — Important Product Information,*** *included in your package.*

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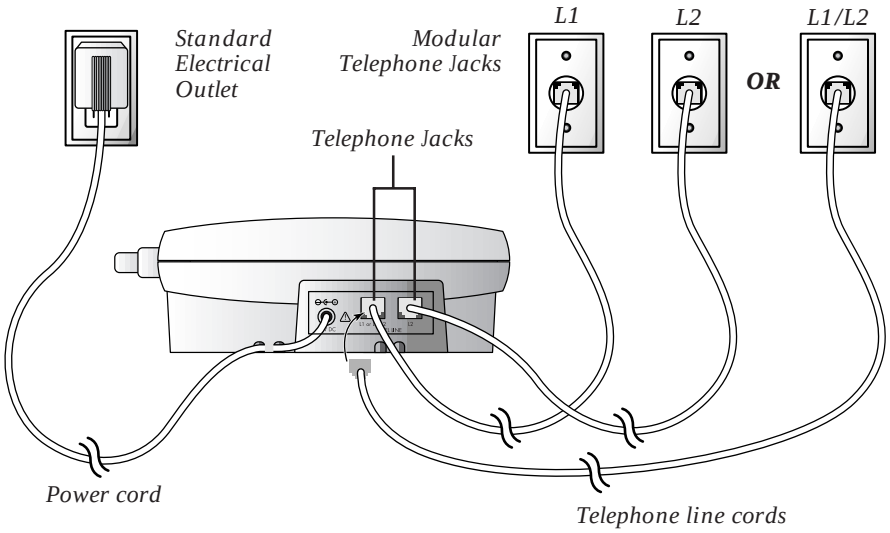
INSTALLATION

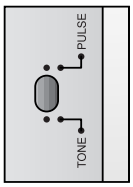


Table/Desk Installation

1 **Choose a spot near an electrical outlet and a telephone jack.**
This phone requires a modular telephone jack and a standard electrical outlet (110vAC). This outlet should not be controlled by a wall switch.

2 **Install the handset battery.**
(For an illustration of battery installation, see BATTERIES in this manual.)
- Remove the battery cover by pressing on the indentation and sliding downward.
- Install the battery pack so that the metal contacts on the bottom of the battery are aligned with the charging contacts in the battery compartment.
- Replace the battery cover by sliding it on its track up over the battery compartment until it snaps firmly in place.

3 **Set the dial mode.**
If you have touch tone service, set the switch on the side of the base to **TONE**. If you have dial pulse (rotary) service, set the switch to **PULSE**. Even if you have dial pulse service, you can still use telephone services requiring tone signals. See "Temporary Tone" in the OPERATION section of this manual.



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INSTALLATION

4 Connect the telephone line cord(s) to the base.

- ***If you have a two-line jack***, use only the white line cord. Plug one end into the jack labeled **L1/L2** on the back of the base.
- ***If you have two separate jacks***, use both the white and clear line cords. Insert one end of the white line cord into the jack labeled **L1/L2** on the back of the base. Plug one end of the clear line cord into the jack labeled **L2** on the back of the base.

5 Connect the telephone line cord(s) to the modular telephone jack(s).

- ***If you have a two-line jack***, plug the free end of the white line cord into the modular telephone jack. Make sure the cord snaps firmly into place.
- ***If you have two separate jacks***, plug the free end of the white line cord into the modular telephone jack for Line 1. Plug the free end of the clear line cord into the modular telephone jack for Line 2. Make sure the cords snap firmly into place.

6 Connect the power cord.

Plug the power adapter into the jack labeled **9V DC** on the back of the base. Plug the AC adapter on the power cord into an electrical outlet.

7 Charge the handset batteries for 16 hours.

Place the handset face down in the base. The CHARGING light on the base goes on to show the handset is in the right position to charge the batteries.

8 Check for dial tone.

After the batteries are charged, press LINE 1, and listen for a dial tone. Then press LINE 2. If you do not hear a dial tone, turn to IN CASE OF DIFFICULTY in this manual.

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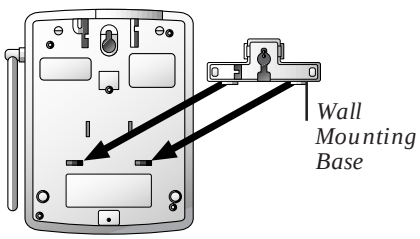
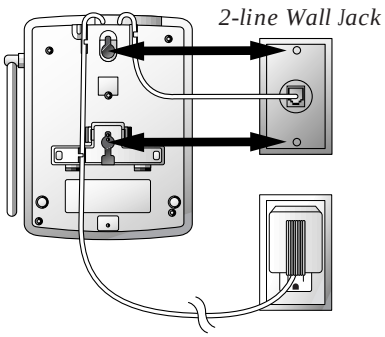
INSTALLATION

Wall Installation





1 **Follow Steps 1–3 under Table/Desk Installation.**

2 **Turn the base unit over, and attach the wall mounting base to the lower half of the base unit.** Gently press down until it snaps firmly into place.

3 **Connect the power cord.**
Plug the power cord into the power jack on the back of the base. Run the cord under the tab on the bottom of the base and under the tab on the wall mounting base. Plug the AC adapter into an electrical outlet not controlled by a wall switch.

4 **Connect the line cord(s).**

- ***If you have a two-line jack***, use the short white line cord (see illustration above). Insert one end of the short telephone line cord into the telephone jack labeled **L1** or **L1/L2** on the rear of the telephone base. Feed the excess line cord under the tab on the bottom of the telephone base. Plug the line cord into a two-line wall jack. You will be connected to Lines 1 and 2

  — OR —

- ***If you have two separate jacks***, use the short white line cord, and the long clear line cord. Insert one end of the short white telephone line cord into the telephone jack labeled **L1** or **L1/L2** on the rear of the telephone base. Feed the excess line cord under the tab on the bottom of the telephone base. Plug the short line cord into the standard one-line wall jack. You will be connected to Line 1.

  Insert one end of the long clear telephone line cord into the telephone jack labeled **L2** on the rear of the telephone base. Feed

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the excess line cord under the tab on the bottom of the telephone base. Plug the line cord into your other one-line wall jack. You will be connected to Line 2.

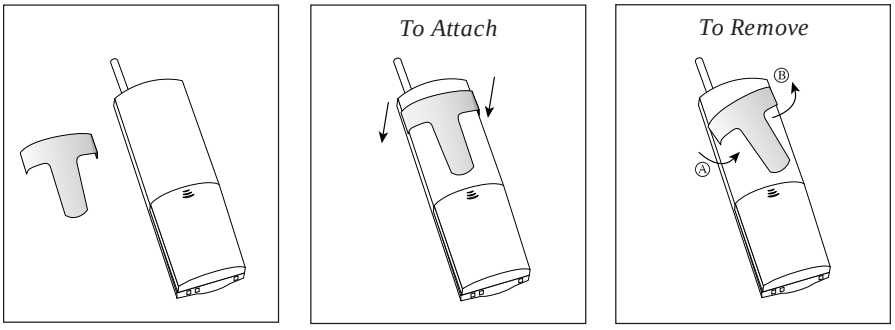
5 **Mount the telephone on the wall jack.**
Position the telephone base so the mounting studs on the wall jack fit into the base of the telephone. Slide the telephone down on the mounting studs until the phone locks into place.

6 **Follow Steps 7 and 8 under Table/Desk Installation.**

CAUTION: Use only the AC power adapter supplied with this telephone. Class 2 Power Source. Input: AC 117V, 60 Hz, 9W Output: DC 9V, 500mA

Belt Clip

If you wish, you can attach the belt clip to the cordless handset, following the illustrations below.



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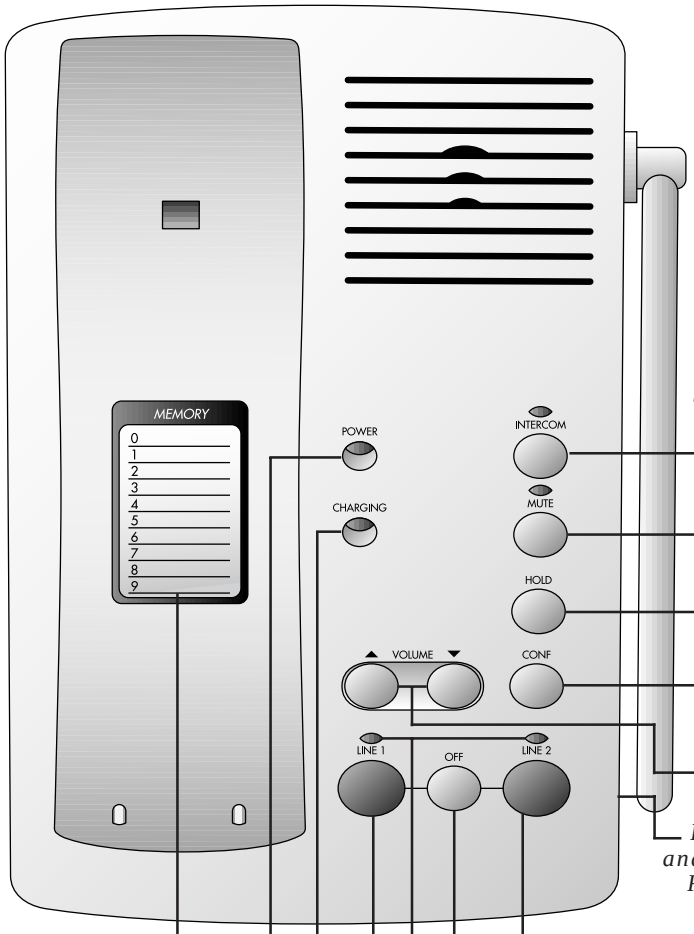
OPERATION



Send a paging tone to handset/ intercom between base and handset

Mute the microphone

Put a caller on hold

Initiate a conference call

Adjust speaker volume

PULSE/TONE switch and Line 1 and Line 2 RINGER switches on side of base

Line 2 – Activate speakerphone

End a call

Line 1 and Line 2 lights flash when handset or extension is in use

Line 1 – Activate speakerphone

Light goes on when handset is charging in the base

Light goes on when base is connected to power

Directory Card

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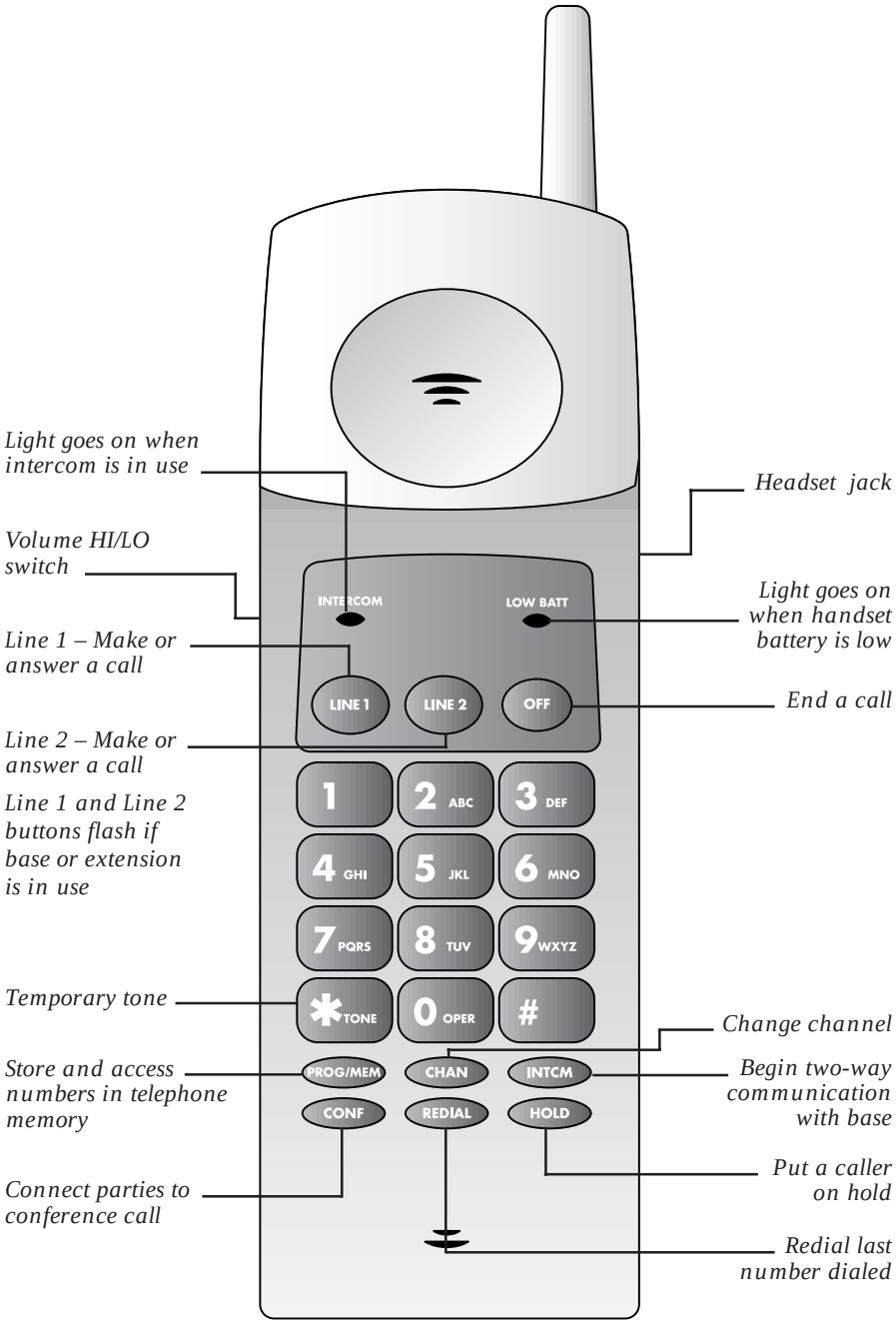
OPERATION



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OPERATION

Making a Call

1. Press and release LINE 1 or LINE 2, and wait for a dial tone. The line button of the line you're using lights.
2. When you hear a dial tone, dial the number.

Answering a Call

Press and release the flashing LINE 1 or LINE 2 button on the handset or the base to answer a call on that line. (You can also answer calls on the handset by pressing any key **except** OFF.) You can answer calls at the handset or at the base speakerphone.

If you are on a call on one line, and wish to answer a call on the other line, press the line key of the new call. The first call is automatically put on hold. To return to the first call, press the line key of that call.

Pressing OFF while you're on a line ends the call on that line.

Ending a Call

Press OFF on the handset to end a call on the handset
— OR —
Place the handset in the base to end a call on the handset
— OR —
Press OFF on the base to end a call at the base speakerphone.

Redial

The last number dialed on this phone (up to 16 digits) is stored in redial memory until you dial another number.

1. Press LINE 1 or LINE 2 on the handset.
2. When you hear a dial tone, press REDIAL.

Handset Ringer Selection and Ringer OFF

You can select from four different handset ringer styles for each line. You can also turn off one or both ringers.

1. Press PROG/MEM, *.
2. Press 1 for Line 1 or 2 for Line 2.
3. Press 1, 2, 3 or 4 to select your ringer style. You will hear a sample of the ringer style
   — OR —
   Press 0 to turn the ringer off.
4. Press PROG/MEM.

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OPERATION

Checking Handset Ringer Selection

1. Press PROG/MEM, *.
2. Press 1 for Line 1 or 2 for Line 2.
3. Press *. You will hear the current ringer style selection.
4. Press OFF to exit.

NOTE: *If you're on a call on one line and a call comes in on the other line, you will hear an "alert" tone on your call.*

Handset Ringer Volume

Adjust the handset ringer volume to high (**H**) or low (**L**) using the switch on the side of the handset.

Base Ringer Volume

Line 1 and Line 2 ringers on the base have been assigned different ringing styles. You can adjust the volume of the base ringers to **HIGH**, **LOW** or **OFF** using the switches on the side of the base.

Speakerphone Volume

Use VOLUME▲ and VOLUME▼ on the base to adjust the volume of the speakerphone.

Temporary Tone

NOTE: *If you have touch tone service, you do not need to use the Temporary Tone feature.*

If you have dial pulse (rotary) service, this feature allows you to enter codes or tones needed to operate answering machines, or use electronic banking services, calling cards, and other special services. This feature will operate most special services; however, some services may actually require a touch tone line. To be sure, ask the company that provides the special service.

1. Dial the call, then press *. Any buttons pressed after this send tone signals.
2. After you hang up, the phone automatically returns to dial pulse (rotary) dialing.

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OPERATION

Special Telephone Services

If you subscribe to special local telephone company services like Call Waiting or Call Forwarding, you can access them by pressing the line button of the line you're currently using whenever you would press the switchhook on a corded phone. This is like the Flash feature on some other phones.

Hold

1. Press HOLD on the base or the handset to put a call on hold. The light for the line you've put on hold flashes on the handset and on the base.
2. Press the appropriate line button, on either the handset or the base, to return to your call.

Mute
(Base Only)

Mute allows you to hear your caller, but prevents the caller from hearing you. This can be helpful if you are using the base speakerphone in a noisy location.

1. Press MUTE on the base while on a call.
2. To return to your conversation, press MUTE again.

Page

The Page feature allows you to signal someone at the handset from the base. You can also use this feature to help you locate the handset.

Press INTCM on the base. The handset will ring for about 30 seconds. The person at the handset can then press INTCM on the handset to open the intercom connection, or press OFF to stop the ringing before it stops automatically.

Intercom

1. Press INTCM on the handset. The base sounds a tone, and the intercom is open. The person at the base only needs to speak toward the base to answer the handset.
2. To close the intercom connection, press OFF on either the handset or the base.

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OPERATION

Conference Calls

You can use both lines at the same time to set up a three-way conference call from the handset.

1. Answer or make a call on one line.
2. Press the other line button, and make or answer another call (your first call is automatically put on hold).
3. Press CONF to connect all parties. Both line buttons are lit during a conference call.

Switching a Conference Call to the Base

1. Once you've established a conference call on the handset, press HOLD.
2. Press CONF on the base. Your conference call has now been transferred to the speakerphone.
3. To transfer back to the handset, press HOLD on the base, then press CONF on the handset.

Four-Way Conference Calls

The handset and base can be used together for a conference call.

1. Establish a conference call using the handset (see "Conference Calls," above).
2. Press LINE 1 on the base.
3. Press LINE 2 on the base.
4. Press CONF on the base. Line 1, Line 2, the handset and the base are now conferenced.
5. To exit the conference call, press OFF on the handset or on the base.

NOTE: *If the handset and base are too close together, a loud squeal due to "feedback" may occur.*

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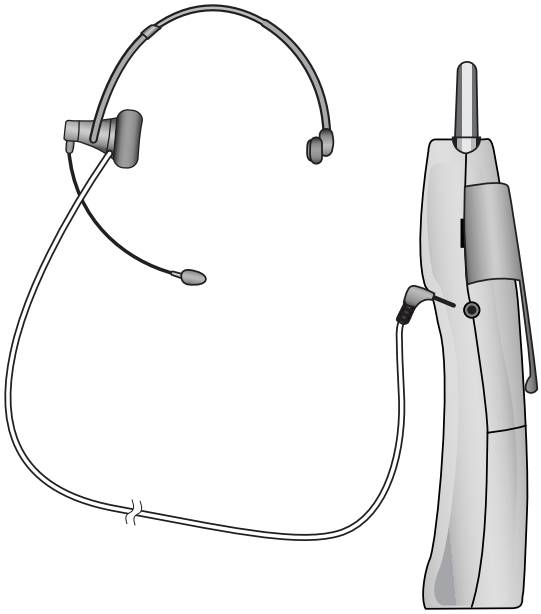
OPERATION

Headset Jack

You can use this telephone hands-free when you install an optional headset and use the belt clip provided.

1. Attach the belt clip (see "Belt Clip" in the INSTALLATION section of this manual).
2. Plug the headset (purchased separately) into the jack located on the right side of the handset. (For best results, use only an accessory headset with 2.5 mm plug.) Do not force the connection, but make sure the plug fits securely.
3. Follow instructions under "Making a Call" or "Answering a Call."

NOTE: *The earpiece and microphone on the handset are disabled when the headset is plugged in.*



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OPERATING RANGE

This cordless telephone operates at the maximum power allowed by the Federal Communications Commission (FCC). Even so, this handset and base can communicate over only a certain distance — which can vary with the locations of the base and handset, the weather, and the construction of your home or office. For best performance, keep the base antenna fully extended.

If you receive a call while you are out of range, the handset might not ring — or if it does ring, the call might not connect when you press the line button. Move closer to the base, then press LINE 1 or LINE 2 to answer the call.

If you move out of range during a phone conversation, you will hear noise or interference. To improve reception, move closer to the base.

If you move out of range without pressing OFF, your phone will be left "off the hook." To hang up properly, walk back into range, periodically pressing OFF.

This cordless telephone has 10 channels available for maximum performance.

If you notice noise or interference while using the handset:

1. Press CHAN.
2. If the interference doesn't clear, continue to press CHAN until you find a clear channel

   — OR —

   Move closer to the base and press CHAN.

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TELEPHONE MEMORY

This cordless phone can store 10 telephone numbers that you can dial just by pressing PROG/MEM and a number button.

Storing Memory Numbers

1. Make sure the handset is off.
2. Press PROG/MEM.
3. Press a number button (0 to 9) to select a memory location.
4. Enter the number (up to 16 digits) you want to store
   — OR —
   Press REDIAL to store the last number dialed.
5. Press PROG/MEM. You will hear a confirmation tone.

Replacing Stored Memory Numbers

You can replace a stored number by storing a new number in its place.

Storing a Pause in a Memory Number

While storing a number in memory, press HOLD where you want a 2-second pause to be stored. Each time you press HOLD another 2-second pause is stored. **For example**, to store 9, PAUSE, 555–0123 in memory location 3: Press PROG/MEM, 3, 9, HOLD, 5 5 5 0 1 2 3, PROG/MEM.

Dialing Memory Numbers

1. Press LINE 1 or LINE 2.
2. Press PROG/MEM.
3. Press the number button (0–9) for the memory location of the number you're calling.

Memory Guard

The phone numbers you store in memory are protected from loss when you change the handset battery, or in the event of a power failure.

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BATTERIES

CAUTION: To reduce the risk of fire or injury to persons or damage to the telephone, read and follow these instructions carefully.

- Use only Replacement Battery 3740.
- Do not dispose of the battery in a fire. The cell might explode. Check with local codes for special disposal instructions.
- Do not open or mutilate the battery. Released electrolyte is corrosive and may cause damage to the eyes or skin. It may be toxic if swallowed.
- Exercise care in handling batteries in order not to short the battery pack with conducting materials such as rings, bracelets, and keys. The battery pack or conductor may overheat and cause harm.
- Charge the battery provided with or identified for use with this product only in accordance with the instructions and limitations specified in this manual.
- Make sure the battery is inserted properly so the metal contacts on the battery are aligned with the charging contacts in the battery compartment.

Charging the Handset Battery Pack

The batteries need charging when:

- The LOW BATT light on the handset is on.
- The phone does not respond when you press a line button, and the line buttons do not light.

Place the handset in the base so the CHARGING light goes on. The batteries will be fully charged in 10 hours (16 hours for the first charge).

NOTE: *For optimum battery performance, do not place the handset in the base until the LOW BATT indicator lights.*

Replacing the Handset Battery Pack

1. Remove the battery cover by pressing on the indentation and sliding downward.
2. Lift out the old battery pack.
3. Install the new battery pack so that the metal contacts on the bottom of the battery are aligned with the charging contacts in the battery compartment.
4. Replace the battery cover by sliding it on its track up over the battery compartment until it snaps firmly in place.

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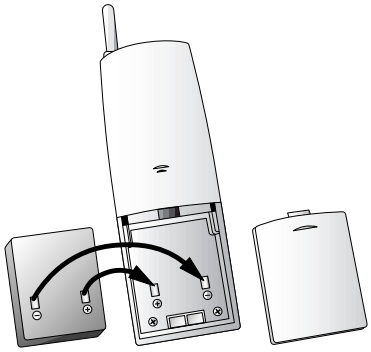
5 The new battery pack must be charged before using this telephone. Place the handset in the base and allow it to charge for 16 hours. Your telephone might operate before that, but for best performance, let the handset battery pack charge fully.



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IN CASE OF DIFFICULTY

If you have difficulty operating this phone, try the suggestions below. If you still have trouble, call 1 800 722-9125.

If the phone doesn't work at all, check these items first:

- Make sure the AC adapter is plugged in.
- Make sure the telephone line cord(s) is plugged firmly into the base unit and the modular telephone jack.
- Make sure the antenna is fully extended.
- If the LOW BATT light is on, the battery pack needs recharging. If the battery pack will not charge, replace it with Replacement Battery 3740.
- Make sure the battery pack is installed correctly.
- If you have dial pulse (rotary) service on your phone line, make sure the dial mode switch is set to **PULSE**.

If the above suggestions don't solve the problem, try re-initializing the handset and base:

1. Disconnect the power to the base.
2. Remove the handset battery pack.
3. Wait a few minutes.
4. Connect the power to the base.
5. Insert the handset battery pack.
6. Put the handset in the base to re-initialize.

If you hear noise or interference when using the phone.

- Make sure the base antenna is fully upright.
- You may be out of range. Move closer to the base.
- Press and release CHAN to change to another of the 10 channels available. If the noise is exceptionally loud, move closer to the base before changing channels.
- Household appliances plugged into the same circuit as the base can sometimes cause interference. Try moving the appliance or the base to another outlet.
- The layout of your home or office might be limiting the operating range. Try moving the base to another location, preferably on an upper floor.

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IN CASE OF DIFFICULTY

If the phone does not ring when you receive a call:

- Make sure the handset ringer is on.
- Make sure the telephone line cord(s) is connected firmly to the base and the modular telephone jack(s).
- Make sure the AC adapter is plugged firmly into an outlet not controlled by a wall switch.
- You might be too far from the base; move closer.
- You might have too many extension phones on your telephone line to allow all of them to ring. Try unplugging some of them.
- Press CHAN to change to another channel.

If you hear other calls while using your phone:

- Press CHAN to change to another channel.
- Disconnect the base from the modular jack and plug in a corded telephone. If you still hear other calls, the problem is probably in your wiring or local service. Call your local telephone service company.

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